

**UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF NEW JERSEY**

**CM/ECF SPECIAL PROCEDURES BY JUDICIAL OFFICER**

| <b>DISTRICT JUDGE</b>         | <b>PROCEDURES</b>   |
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| Hon. Harold A. Ackerman       | * <b><u>No courtesy copies.</u></b> Counsel should follow Clerk's Office CM/ECF procedures.   |
| Hon. Stanley S. Brotman       | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, everything filed by counsel, and proposed orders sent by regular mail to chambers.  |
| Hon. Garrett E. Brown, Jr.    | * <b><u>Two courtesy copies</u></b> of motion papers, briefs, letter memoranda and proposed orders sent by regular mail to chambers.  |
| Hon. Renée Marie Bumb         | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.<br>* <b><u>Jury charges</u></b> on disk in Word Perfect format.  |
| Hon. Dennis M. Cavanaugh      | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy."  |
| Hon. Stanley R. Chesler       | * <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."  |
| Hon. Mary Little Cooper       | * <b><u>One courtesy copy</u></b> of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."  |
| Hon. Dickinson R. Debevoise   | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.  |
| Hon. Joseph A. Greenaway, Jr. | * <b><u>Two courtesy copies</u></b> of motion papers, all pleadings, affidavits, certifications, briefs and letter memoranda sent by regular mail to chambers.<br>* <b><u>Proposed Orders</u></b> should be sent as an attachment to e-mail to <a href="mailto:njdnef_greenaway@njd.uscourts.gov">njdnef_greenaway@njd.uscourts.gov</a> in Word Perfect format. Subject line should state "proposed order" and include the case number. |
| Hon. Katharine S. Hayden      | * <b><u>Two courtesy copies</u></b> of all motion papers, briefs and letter memoranda by regular mail directly to chambers.<br>* <b><u>Proposed Orders</u></b> by e-mail to <a href="mailto:njdnef_hayden@njd.uscourts.gov">njdnef_hayden@njd.uscourts.gov</a> in Word Perfect format.  |
| Hon. Noel L. Hillman          | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.<br>* <b><u>Jury charges</u></b> on disk in Word Perfect format.  |
| Hon. Faith S. Hochberg        | * <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers <b>and</b> by e-mail to <a href="mailto:larry_macstravic@njd.uscourts.gov">larry_macstravic@njd.uscourts.gov</a> in Word Perfect format.  |
| Hon. Joseph E. Irenas         | * <b><u>No courtesy copies except if directed by the court.</u></b> If directed by the court one courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or a delivery service or by fax (856-757-5295).   |

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| Hon. Robert B. Kugler    | <ul style="list-style-type: none"> <li>* <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy."</li> </ul>  |
| Hon. John C. Lifland     | <ul style="list-style-type: none"> <li>* <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy."</li> </ul>  |
| Hon. Jose L. Linares     | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy."</li> <li>* <b><u>Proposed orders to motions and routine proposed orders</u></b> should also be submitted to chambers by e-mail to <a href="mailto:njdnef_linares@njd.uscourts.gov">njdnef_linares@njd.uscourts.gov</a> in Word Perfect format. Further, the case name and docket number should be included in the subject line.</li> </ul>                  |
| Hon. William J. Martini  | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of motion papers, briefs, and proposed orders sent by regular mail to chambers.</li> <li>* <b><u>Jury charges</u></b> on disk preferably in Word Perfect format.</li> </ul>  |
| Hon.,. Joel A. Pisano    | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.</li> </ul>  |
| Hon. Joseph H. Rodriguez | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of all papers sent by regular mail to chambers.</li> <li>* <b><u>Jury charges</u></b> on disk in Word Perfect format.</li> <li>* <b><u>Consent Orders</u></b> may be e-mailed in PDF format to <a href="mailto:njdnef_rodriguez@njd.uscourts.gov">njdnef_rodriguez@njd.uscourts.gov</a> with courtesy copy to all parties.</li> </ul>  |
| Hon. Peter G. Sheridan   | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy."</li> <li>* <b><u>Proposed orders to motions, routine proposed orders and jury chargees</u></b> should also be submitted to chambers by e-mail to <a href="mailto:njdnef_sheridan@njd.uscourts.gov">njdnef_sheridan@njd.uscourts.gov</a> in Word Perfect format. Further, the case name and docket number should be included in the subject line.</li> </ul> |
| Hon. Jerome B. Simandle  | <ul style="list-style-type: none"> <li>* <b><u>One Courtesy copy</u></b> of motion papers, proposed requests for jury charge, briefs, letter memoranda, and proposed orders by regular mail to chambers.</li> </ul>   |
| Hon. Anne E. Thompson    | <ul style="list-style-type: none"> <li>* <b><u>One courtesy copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to chambers.</li> </ul>  |
| Hon. William H. Walls    | <ul style="list-style-type: none"> <li>* <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy."</li> </ul>  |
| Hon. Susan D. Wigenton   | <ul style="list-style-type: none"> <li>* <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy."</li> <li>* <b><u>Jury charges</u></b> on disk in WordPerfect format one week before trial.</li> </ul>   |
| Hon. Freda L. Wolfson    | <ul style="list-style-type: none"> <li>* <b><u>Courtesy copies</u></b> of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy."</li> <li>* <b><u>Proposed orders and jury charges</u></b> should be sent as an e-mail attachment to <a href="mailto:njdnef_wolfson@njd.uscourts.gov">njdnef_wolfson@njd.uscourts.gov</a> in Word Perfect format. The subject line of the e-mail should state "Proposed Order" or "Jury Charge" and include the docket number.</li> </ul>                                |

| MAGISTRATE JUDGE             | PROCEDURES  |
|------------------------------|---|
| Hon. Madeline Cox Arleo      | <ul style="list-style-type: none"> <li>* <b>Proposed Orders</b> sent by e-mail to <a href="mailto:mca_orders@njd.uscourts.gov">mca_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</li> <li>* <b>One courtesy copy</b> of all motion papers required, mailed directly to chambers.</li> <li>* <b>Pro Hac Vice</b> if consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</li> <li>* <b>Consent Orders</b> faxed to chambers.</li> <li>* <b>Extensions of Time</b> if consented may be faxed to chambers. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</li> </ul>   |
| Hon. Tonianne J. Bongiovanni | <ul style="list-style-type: none"> <li>* <b>Proposed Orders</b> sent by e-mail to <a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</li> <li>* <b>One courtesy copy</b> of all motion papers required, mailed directly to chambers.</li> <li>* <b>Consent Orders</b> mailed directly to chambers.</li> <li>* <b>Pro Hac Vice</b> if consented, may be done by consent order mailed directly to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</li> <li>* <b>Extensions of Time</b> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</li> </ul> |
| Hon. Ann Marie Donio         | <ul style="list-style-type: none"> <li>* <b>One courtesy copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).</li> </ul>   |
| Hon. Mark Falk               | <ul style="list-style-type: none"> <li>* <b>Two courtesy copies</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</li> </ul>   |
| Hon. Ronald J. Hedges        | <ul style="list-style-type: none"> <li>* <b>One courtesy copy</b> of motion papers (including copy of the proposed order if applicable) mailed to chambers marked "Courtesy Copy." Any electronic filings to the Clerk's Office should be in PDF format and proposed orders (if applicable) should be filed in conjunction with the Notice of Motion as mandated by <u>L.Civ. R. 7.1(e)</u>.</li> <li>* <b>Routine proposed orders</b> forwarded to chambers via e-mail in WordPerfect format.</li> <li>* <b>Letter memoranda</b> submitted to the Court should be forwarded to chambers via e-mail in WordPerfect format.</li> </ul>   |
| Hon. John J. Hughes          | <ul style="list-style-type: none"> <li>* <b>Proposed Orders</b> e-mailed to <a href="mailto:njdnef_hughes@njd.uscourts.gov">njdnef_hughes@njd.uscourts.gov</a> in Word Perfect format.</li> <li>* <b>Letter Memoranda</b> should be e-mailed in Word Perfect format to <a href="mailto:njdnef_hughes@njd.uscourts.gov">njdnef_hughes@njd.uscourts.gov</a>.</li> <li>* <b>One courtesy copy</b> of motion papers, briefs, letter memoranda, and proposed order e-mailed to chambers.</li> <li>* Any <b>electronic filings</b> to Clerk's Office should be in PDF format.</li> </ul>  |
| Hon. Patty Shwartz           | <ul style="list-style-type: none"> <li>* <b>One courtesy copy</b> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</li> </ul>   |